

Performance Appraisal Format | 2015

Section A: Employee Details

	APPRAISAL PERIOD: July 2015-June 2016				
	EMPLOYEE ID No: 201101098				
	NAME OF THE EMPLOYEE: Thinley Gyem				
POSITION TITLE: Horticulture Officer			POSITION LEVEL: P4 A		
DIVISION: Field Crops			DEPARTMENT/AGENCY: DoA/RNRRDC, Bajo		

Section B: Individual Work Plan (IWP: 70%)

Division Output	Activities	Target Values				Target Achieved specified by individual	Employee's Feedback/comment/Justification	Final Score by supervisor
		Outstanding=(3.00-4.00)	V.Good=2.00-2.99)	Good=1.00-1.99)	Need Improvement(<=0.99)			
1. Enhanced rice production (Increased rice productivity and production through R & D)	Review literature on vertebrate pest and its management techniques and practices in rice crop	March 2016	Apr 2016	May 2016	Jun 2016			
	Familiarize with electric fences implemented in the different geowgs (estimate of total acreage, geowgs and crop against which electric fencing is used)	March 2016	April 2016	May 2016	June 2016			
	Coordinate and liaise with NPPC for the implementation of the WWF project on human-wildlife conflict	March 2016	April 2016	May 2016	June 2016			
	Coordinate and liaise with NPPC for the implementation of trail on "management of Schochum weed using bio-control agents"	April 2016	May 2016	June 2016	July 2016			
	Promote and demonstrate large scale pest and disease management practices in rice	May 2016	June 2016	July 2016	August 2016			
2. Enhancing production of other cereals (Wheat)	Assist with the on-station trail on "varietal evaluation of wheat sps. against wheat rust)	March 2016	April 2016	May 2016	June 2016			

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3. Enhancing production of high value/nutrient dense cereals	Assist in identifying and managing pest and diseases of Quiona	May 2016	June-July 2016	July 2016	August 2016			
4. Enhancing oil seed production	Assist in identifying and managing pest and diseases of oil-seed crops on-station and on-farm	March 2016	April 2016	May 2016	June 2016			
5. Enhanced service delivery and info mgmt.	Conduct a study on “economic analysis of rice cultivation in Wangdue-Punakha valley” for assessing the cost effectiveness of rice cultivation	May 2016	June 2016	July 2016	August 2016			
Total								
Final Score B. Total/No of activities=								

Employee's Signature:

Supervisor's Signature:

Date:

Date:

Section C: Core Competencies (30%)

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SECTION C: Competency Behavior (30%)

Competency Behaviour	Quality & Description	Outstanding [3.00-4.00]	Very Good [2.00-2.99]	Good [1.00-1.99]	Needs Improvement [$\leq .99$]	Final Rating with Evidence of Behavior
		Level 4	Level 3	Level 2	Level 1	
1. Analytical Skills	Demonstrates sense of understanding and appreciation of one's work to meet organizational objectives and results	• Makes critical judgment on her/his contribution to organization based on independent thinking by making good use of background knowledge	• Makes strong judgements based on the work experiences upon receiving the guidance from supervisor to carry the work activities	• Makes judgements by using limited work knowledge and timely supervision required to carry the work activities	• Carries out work activities without critical judgement and not putting the work knowledge in use	
2. Planning & Organizing	Demonstrates ability to plan and organize work activities around organization's objectives making optimum use of resources and time	• Every day activities are guided by meticulous work plans and demonstrates good time management skills to meet agency's objectives by using available resources optimally to meet work activities without compromising the quality of	• Systematic work Planning on the work activities are drawn clearly and needs minimum supervision and resource and maintain quality of the work	• Work plan are maintained but are not followed and requires extra resources to carry the activities and quality of work compromised	• Does not follow clear work plan and mostly involved in ad hoc activities and work are not up to the expected quality	
3. Decisiveness	Demonstrates sound judgment to identify and recognise problems and solutions, and escalate them to	• Submits problems and recommended solutions before time for supervisory intervention.	• Submits problems and recommended solutions on time for supervisory advice	• Submits problems without recommendation on time	• Waits for supervisory intervention to resolve issues	

Section D: Final Performance Evaluation Score [Section B & C]

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SECTION D: Final Performance Evaluation Score [Section B & C]

Particular	Score received	% Allocated	Final Score	Supervisor's Comment, if any	Head of Agency's Comment if any.
B. Performance		70%			
C. Competency Behaviors		30%			
Total					

Employee's Signature:

Date

Supervisor's Signature:

Date

Overall Rating Table:

Performer category	Definition	Rating scale
1. Outstanding	Achieved exceptionally high level of performance	3.00-4.00
2. Very Good	Performed at higher level than required	2.00-2.99
3. Good	Employee fulfilled requirement of the job	1.00-1.99
4. Needs Improvement	Results/Behavior far below performance requirement	<=0.99